

S E C R E T

Approved For Release 2001/08/26 : CIA-RDP33-02415A000600050006-3
USAF Declass/Release Instructions On File

DEPARTMENT OF THE AIR FORCE
1130TH AEROSPACE TECHNICAL DEVELOPMENT
AND TRAINING GROUP
Edwards Air Force Base, California 93523

ATTG Reg 10-1

29 March 1974

Written Communications

CABLE POLICY AND PROCEDURES

This regulation defines responsibilities and authorities for the origination, release, and receipt of cable correspondence, and establishes procedures that will insure proper use of cable information concerning ATTG, its personnel, and activities.

1. Policy. The proper use and control of cable facilities is a key element in the ability of the group to meet its commitments to higher headquarters. The responsibilities, authorities and procedures delineated below are therefore binding on all group personnel.

2. Responsibilities.

a. The Commander is responsible for all cables originating in and received by the group.

b. Section chiefs are responsible for insuring that all personnel in their sections comply with the provisions of this directive.

c. Each person assigned to the group is responsible for the judicious use of cable facilities, and the proper safeguarding of material or information contained within those cables.

d. The Signal Center is responsible for the processing and transmission or delivery of cable traffic originated by or addressed to the group. (Within limits specifically and separately prescribed by the Commander, the Signal Center is also responsible for intercepting and distributing certain traffic which requires special handling).

3. Authorizations.

a. Any official permanently assigned to the group may draft outgoing cables on subject matter within the field of their assigned duty. These drafts must be submitted through appropriate

Supersedes ATTG Reg 10-1, 14 Jan 72 (General update).

OPR: Commo

DISTRIBUTION: X

S E C R E T

Approved For Release 2001/08/26 : CIA-RDP33-02415A000600050006-3

S E C R E T

Approved For Release 2001/08/26 : CIA-RDP33-02415A000600050006-3

ATTG Reg 10-1

supervisory channels for release by an approved releasing officer.

b. Cable drafting and releasing privileges for personnel assigned to the group on a temporary basis will be established in each case by the Commander.

c. All outgoing cables may be released by the Commander. Chiefs of directorates are authorized to release cables pertaining to subject matter within their purview with the exception that all cables pertaining to or affecting group or headquarters policy, RYBAT personnel matters, or VIP visits must be released by the Commander. Chiefs of directorates may designate an alternate who may release appropriate cables in his absence. Sample signatures of authorized releasing officials and designated alternates must be filed with the Signal Center.

d. The Signal Center is authorized to accept for transmission only those messages that bear the signature of an authorized releasing official.

e. With the exception of special handling traffic noted under paragraph 2d above, the Signal Center is authorized to accept, process, and deliver incoming cable traffic for distribution to the Command Section. The Command Section in turn is authorized to assign action responsibility for cable correspondence and to distribute information copies of the cable as appropriate to the subject matter.

4. Outgoing Cable Procedures.

a. All outgoing cables will be prepared on Form 4 (12-66). The original copy will be signed in ink by the releasing officer. After release, processing and transmission, all copies except copy #2 will be returned to the Command Section for "come-back" distribution. One "come-back" copy will be returned to the originating office, and the remaining copies distributed as necessary for official information.

b. Routine precedence will normally be assigned to all outgoing cables.

c. Personnel drafting cables for transmission will insure that the message:

(1) is correctly addressed to those stations that are involved in the particular matter, with appropriate indication

S E C R E T

Approved For Release 2001/08/26 : CIA-RDP33-02415A000600050006-3